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**Medical Command**

**THE AIR FORCE FITNESS PROGRAM**

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OPR: AFMOA/SGOP (Col James D. Fraser)

Certified by: AFMOA/SGO  
(Maj Gen Earl W. Mabry II)

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This instruction implements the fitness component of AFD (Air Force Policy Directive) 40-5, Fitness and Weight Management and AFD 40-1, Health Promotion. It complements the physical fitness requirements of DoD Directives 1308.1, *DoD Physical Fitness and Body Fat Program*, 20 July 1995; and 1308.3, *DoD Physical Fitness and Body Fat Procedures*, 30 August 1995. This instruction outlines the Air Force Fitness Program. It applies to all Air Force members. Category A reservists (Air Force Reserve personnel and Air Reserve Technicians [ART] not on extended active duty) are subject to the provisions of this directive in the same manner as Active Force units. Air National Guard (ANG) and the Air Force Reserve (AFRES) supplements to this instruction provide specific information for Guard and Reserve component unit personnel. This instruction relates to AFI 34-107, *The Air Force Fitness and Sports Program*, and AFMAN 34-137, *Air Force Fitness and Sports Operations*. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code, Section 8013. Privacy Act System of records notice F035 AF MPN applies. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, to HQ AFMOA/SGOP, 110 Luke Avenue, Room 405, Bolling AFB DC 20332-7050. **Attachment 1** is a glossary of references and supporting information.

Privacy Act system of records notice FO44 AF SG N, Physical Fitness File, applies. Maintain and dispose of all records created as a result of prescribed processes in this AFMAN in accordance with AFMAN 37-139, "Records Disposition Schedule."

**SUMMARY OF REVISIONS**

This revision incorporates IC 2000-1. These changes incorporate reports control symbols (RCS), provide guidance regarding reporting of fitness data, and updates both the Privacy Act system and AFMOA Health Promotion Operations office symbol. A "I" indicates revised material since the last edition. The entire text of the IC is at the last attachment.

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## Chapter 1

### GENERAL INFORMATION

**1.1. Purpose.** All members of the Air Force must be physically fit to support the increasing and changing requirements of the Air Force mission. Cardiopulmonary (aerobic) fitness is the single best indicator of total physical fitness. Health benefits from an active lifestyle will increase productivity, maintain a higher level of readiness, and decrease health-related expenditures. The goal of the Air Force Fitness Program is to motivate all members to participate in a year round physical conditioning program emphasizing total fitness to meet mission requirements and deliver a fit and healthy force and community. Members are given the information needed to develop physical conditioning programs and are expected to maintain an adequate level of physical fitness at all times. Each Air Force member is assessed at least once each calendar year to ensure compliance and must meet the fitness standards in [Table 3.1](#). The cycle ergometry assessment was implemented to provide a measure of aerobic capacity or aerobic fitness. The assessment of upper and lower body and abdominal muscle strength and endurance will be accomplished IAW developed guidelines. The results provide commanders with a tool to assist in the determination of the overall fitness of their military personnel.

**1.2. Components.** The current Air Force Fitness Program is comprised of three primary elements:

1.2.1. Achievement and maintenance of a physically active lifestyle; this is the individual Air Force member's responsibility.

1.2.2. Assessment of the level of aerobic fitness by submaximal cycle ergometry and an assessment of muscular strength and endurance is required annually for all members. This is the responsibility of the unit commander, Unit Fitness Program Manager (UFPM), and the member.

1.2.3. Physical fitness improvement is the responsibility of the entire fitness team--member, Wing Commander or equivalent, unit commander, Fitness Program Manager (FPM), medical, and Services personnel.

**1.2.4. Failure to accomplish a scheduled annual fitness assessment may result in administrative action.**

### 1.3. Waivers and Exemptions.

**NOTE:** Waivers apply to units; Exemptions apply to individual members.

#### 1.3.1. Waiver from Annual Fitness Testing.

1.3.1.1. Members assigned to units such as Base Realignment and Closure (BRAC) bases may be waived from fitness testing by the Wing Commander or equivalent.

1.3.1.2. Commanders, Superintendents, or Commandants of units such as the United States Air Force Academy, Basic Military Training School, Advanced Technical Training Centers, Undergraduate Pilot and Navigator Training Centers, Officer Training School, Reserve Officers Training Corps may exempt the students and/or cadets in their units from fitness testing.

1.3.1.2.1. The waiver does not apply to permanent party members (instructors) assigned to the training units.

**1.3.2. Geographically Separated Units (GSUs).** To be considered eligible for a waiver, the GSU must meet the definition listed under [Attachment 1](#), terms, item 2. GSUs not meeting the definition are expected to test at the host or main operating base, provided that the base has a cycle ergometry testing facility.

1.3.2.1. Members assigned to GSUs may be waived from fitness testing by the GSU Wing commander, GSU unit commander or equivalent.

1.3.2.1.1. GSUs (e.g. Tenant units) located on a base with facilities to accomplish cycle ergometry fitness testing are not eligible for a fitness testing waiver.

1.3.2.2. The Commander (or Individual Reserve Program Managers) of Individual Mobilization Augmentees (IMAs) or Participating Individual Ready Reservists (PIRRs) assigned or attached to GSUs (e.g. Civil Air Patrol, Air Force Academy Liaison, joint duty assignments) may waive those members from fitness testing. Individual members attached or assigned to isolated locations request fitness testing exemption through the Individual Reserve Program Manager for approval by HQ ARPC/DR.

1.3.2.3. The waiver applies only while the member is assigned to the waived unit.

1.3.2.4. High OP/PER tempo does not constitute a valid reason for cycle ergometry testing waivers for units or exemptions for individuals.

**1.3.3. Waiver Process.** Commanders waiving units from fitness testing are responsible for ensuring that all assigned members participate in a formal physical conditioning program that satisfies the AF Fitness Program goal. The commander ensures and maintains physical conditioning program participation documentation for each member.

1.3.3.1. The commander notifies the MAJCOM/CC of the waiver in writing, NLT 15 Feb of the year for which the waiver is to apply. This is accomplished annually.

1.3.3.1.1. The commander appoints, in writing, a member of the waived unit to function as the UFPM. The UFPM is responsible for at least quarterly review of documentation of each member's participation in a physical conditioning program.

1.3.3.1.2. The UFPM tracks and briefs the commander on the number of members engaging in a formal physical conditioning program, based on the review of documentation records, at least quarterly.

1.3.3.2. The commander forwards a courtesy copy of the MAJCOM/CC letter to the FPM at the host or main operating base, to ensure the waived unit is annotated in the fitness testing database, NLT 15 Feb of the year for which the waiver is to apply. This is accomplished annually.

1.3.3.2.1. The FPM at the host or main operating base will identify waived units in the fitness testing database to account for these personnel in Fitness Program and AF Performance metric tool reports.

1.3.3.2.2. The FPM at the host base is encouraged to assist the GSU commander, upon request, in the development of a unit physical conditioning program or can review/approve an existing program.

1.3.3.3. The waiver is valid for one year.

1.3.3.3.1. The commander will review the need for a unit waiver and the unit physical conditioning program at least annually to ensure compliance and to evaluate effectiveness.

1.3.3.4. Alternate tests of physical fitness are not permitted and can not be approved by the MAJ-COM.

**1.3.4. Commander Directed Exemption from Fitness Assessments.** Commanders, in consultation with FPMs (and Medical Liaison Officers (MLOs) as needed), may exempt members not meeting the fitness standard, that demonstrate participation in a physical conditioning program, from repeated fitness assessments IAW section 3.7. of this instruction. Exempted members must be actively participating in fitness conditioning programs and document continued participation on AF Form 1975, *Personal Fitness Progress Chart*. All exemptions must specify beginning and ending dates, and may not exceed one year in length.

**1.3.5. Medical Exemption from Fitness Assessments.** Only the designated MLO may authorize a medical exemption for members with medical conditions preventing them from accomplishing a fitness assessment or participating in physical conditioning programs. Health care providers may recommend members to the MLO for medical exemption. Medical

conditions requiring medical exemption from fitness assessment do not require a Medical Evaluation Board (MEB) unless required under AFI 48-123, *Medical Exams and Standards*. However, whenever physically possible, these members must actively engage in fitness conditioning programs and document continued participation on AF Form 1975, *Personal Fitness Progress Chart*. Members may be exempted from fitness assessments, but not automatically exempted from engaging in a regular fitness conditioning program. Members will be exempted from fitness assessments during pregnancy and for six months after return to full duty. Fitness assessment exemptions following pregnancies less than term will be determined by the MLO in conjunction with the woman's health care provider. Fitness conditioning programs during pregnancy exemption are encouraged. Medical exemptions will last no longer than one year, with the exception of pregnancy exemptions. All exemptions require re-evaluation by the MLO prior to renewal.

**1.4. Code Name Operation Assessments.** Fitness assessments will be suspended in a declared combat zone.

## Chapter 2

### RESPONSIBILITIES

**2.1. US Air Force Chief of Staff (AF/CC)** . Directs implementation of the program.

**2.2. US Air Force Surgeon General (HQ USAF/SG).**

2.2.1. Develops fitness policy.

2.2.2. Directs training programs to support the Fitness Program.

2.2.3. Directs fitness research to further AF fitness program initiatives and testing methods.

**2.3. US Air Force Services (HQ USAF/ILV).**

2.3.1. Supports the Air Force Fitness Program by ensuring availability of fitness conditioning programs, facilities, equipment, and personnel.

2.3.2. Coordinates with SG on matters relating to fitness policy.

**2.4. US Air Force Personnel (HQ USAF/DP).**

2.4.1. Ensures establishment of field codes in PC-III for unit tracking and reporting of members' fitness assessment data, including date of assessment, met/did not meet standard, VO2 max score, fitness status, exemption codes, and exemption expiration date.

**2.5. MAJCOM and Field Operating Agency (FOA) Commanders.**

2.5.1. Ensures the fitness program is administered equitably throughout their command and that every member accomplishes an annual fitness evaluation.

2.5.2. Ensures safe and effective fitness improvement programs are available.

2.5.3. Reviews the number of waived units within the command on an annual basis.

2.5.4. Identifies individual(s), in coordination with MAJCOM/SG, within the MAJCOM who will operate as a liaison between installation fitness programs and HSC/YAM.

2.5.5. Ensures centralized fitness assessments are accomplished at the installation level, under the observation of a qualified FPM.

2.5.6. Quarterly reviews fitness testing metrics.

**2.6. Air Force Fitness and Sports Branch (HQ AFSVA/SVPAF).** Organization within Headquarters Air Force Services Agency (HQ AFSVA) that provides technical assistance and program guidance to the bases for developing fitness improvement programs in support of the fitness program.

**2.7. Air National Guard Readiness Center, Director of Personnel (ANGRC/ DP).** Ensures all ANG personnel meet the Air Force fitness standards, and oversees administrative action. An ANG supplement provides specific information unique to the ANG mission, units, and personnel, and takes precedence over MAJCOM supplements.



2.7.1. ANGRC/SG will provide oversight for the fitness program, implement fitness testing, and ensure proper reporting.

2.7.2. The ANG Wing Commander or equivalent will appoint, in writing, a FPM to implement and oversee the fitness program for the installation.

**2.8. State Headquarters Adjutants General.** Ensures the equitable enforcement of the AF fitness program in all units under their jurisdiction. Respective state headquarters review and endorse all correspondence from units pertaining to the AF fitness program before forwarding to ANGRC/MPPUR.

**2.9. US Air Force Reserve Command Surgeon (AFRC/SG).** Serves as the medical office of primary responsibility for the fitness program for reserve personnel.

**2.10. Individualized Mobilization Augmentees (IMA) and Participating Individual Ready Reservists (PIRR).** IMAs and PIRRs participating for pay, and/or points, are subject to these provisions. The IMA's or PIRR's active duty unit of attachment or assignment administers fitness assessments and appropriate follow-up.

**2.11. Force Enhancement and Fitness Division (USAFSAM/FEF).**

2.11.1. Provides scientific and technical consultation for all areas of the Air Force Fitness Program.

2.11.2. Leads and conducts fitness research under guidance of AFMOA/SGOP.

2.11.3. Develops fitness program policy recommendations and forwards to AFMOA/SGOP for approval and implementation.

2.11.4. Plans, programs, and budgets resources to support and execute fitness program training.

2.11.4.1. Develops and conducts all AF fitness program training courses in coordination with AFMOA/SGOP.

2.11.4.2. Develops and provides installation-level training aids for FPM use.

2.11.5. Collaborates with HSC/YAM to access worldwide fitness testing data base to address research issues, identify trends, and provide technical input to database layout, fidelity, and structure.

**2.12. Air Force Fitness Program Office (HSC/YAM).**

2.12.1. Supports the implementation of the fitness program under the direction of AFMOA/SGOP.

2.12.2. Develops and maintains testing hardware and software configuration control, including ongoing revisions and upgrades.

2.12.3. Collects installation-level fitness testing data monthly from the bases and manages the data in an archive database.

2.12.3.1. Produces monthly fitness reports and forwards to AFMOA/SGZP, after review and comment by USAFSAM/FEF, NLT the 20<sup>th</sup> of each month (RCS: HAF-SGP(A&M)9213). These reports are designated emergency code D. Discontinue reporting during emergency conditions.

2.12.3.2. Prepares and forwards the annual AF Fitness Report to AFMOA/SGZP, after review and analysis by USAFSAM/FEF, by 1 February of each year (RCS: HAF-SGP(A&M)9213).

2.12.3.3. Forwards a copy of monthly and annual reports to MAJCOM HPD.

2.12.4. Provides access to the Fitness Program archive database, for assessment purposes, and to those with a need-to-know.

2.12.5. Plans, programs, budgets, and requests additional resources to execute all fitness program elements above the installation level.

2.12.5.1. Directs and funds acquisition of future fitness assessment systems.

2.12.6. Supports fitness program research of USAFSAM/ FEF.

2.12.7. Coordinates with USAFSAM/FEF on development of fitness program training programs, manuals, and materials.

2.12.8. Appoints a liaison to AFMOA/SGOP to plan, execute, and serve as a resource person for the FPM training sessions at the annual AF worldwide prevention conference.

### **2.13. Wing Commander or equivalent (CC).**

2.13.1. Provides appropriate staff, facilities, equipment, resources, and funds to establish and maintain fitness testing and conditioning programs.

2.13.1.1. Ensures recruitment and hiring of a FPM to provide fitness counseling to members.

2.13.2. Ensures all personnel accomplish an annual fitness assessment.

2.13.2.1. Makes every effort to provide a centralized fitness assessment facility located within the HAWC, where assessments can be conducted under the supervision/observation of the FPM and other HAWC staff.

2.13.3. Ensures Air Force fitness testing standards/procedures and administrative actions ([Table 3.2.](#)) are administered equitably throughout the installation.

2.13.4. Ensures continuing education and training of professional fitness and exercise staff, to include the FPM.

### **2.14. Installation Services Commander/Director (SVS/CC).**

2.14.1. Plans, programs, budgets, and funds all elements of the installation fitness improvement programs, to include joint SV/SG physical fitness marketing efforts.

2.14.2. Ensures safe, effective, and monitored fitness improvement exercise classes and programs are provided in the Fitness Center, in coordination with the FPM.

2.14.3. Provides and programs for education and instruction on fitness conditioning for fitness center staff.

2.14.3.1. Education/instruction for fitness center staff may be accomplished by the FPM, as time permits.

2.14.4. Ensures adequate staff, facilities, resources, and accessibility to all members.

2.14.5. Provides staff and expertise, in coordination with the FPM, to meet exercise prescription regimens.

**2.15. Medical Group Commander (MDG/CC).**

- 2.15.1. Provides appropriate medical and support staff to conduct the fitness program at all levels.
- 2.15.2. Appoints a medical provider to act as MLO and medical advisor to commanders and the FPM.
  - 2.15.2.1. MLO is preferably a physician, trained or experienced in: health promotion, disease prevention, sports medicine, and/or physical standards.
- 2.15.3. Ensures all HAWC military members meet minimum AF fitness and weight standards.
- 2.15.4. Provides annual funding for fitness-related continuing education for the MLO and HPM.

**2.16. Aerospace Medicine Squadron Commander (AMDS/CC) or Medical Operations Squadron Commander (MDOS/CC).**

- 2.16.1. In the absence of a FPM, appoints a designated representative with similar qualifications in the area of exercise physiology/exercise science.
- 2.16.2. Chief, Aerospace Medicine provides oversight of MLO for medical evaluations, medical waivers, and physical standards.
- 2.16.3. Ensures fitness program education and training of the medical professional staff is accomplished by the MLO and FPM at least annually.

**2.17. Health Promotion Manager (HPM).**

- 2.17.1. Supervises the FPM and ensures required job qualifications are met and maintained.
  - 2.17.1.1. Oversees administration of the installation fitness program by the FPM.
  - 2.17.1.2. Routinely monitors fitness assessment data for epidemiological trends/occurrences.
    - 2.17.1.2.1. Uses sound scientific principles to investigate and rectify identified problems.
- 2.17.2. Advocates for FPM training, certification, continuing education, staff, equipment, and facilities to conduct the program.
  - 2.17.2.1. Coordinates with the fitness center director to ensure availability and appropriateness of fitness improvement programs/facilities and to avoid the duplication of services.
- 2.17.3. Acts, along with the FPM, as a fitness program liaison for unit commanders.
- 2.17.4. Provides guidance to the FPM on military customs, courtesies, and procedures.
- 2.17.5. Coordinates installation level program issues with MAJCOM Fitness Program liaison, as identified by the MAJCOM HPD.

**2.18. Fitness Program Manager (FPM) (formerly titled Installation Fitness Program Manager-IFPM).**

- 2.18.1. Ideally, the FPM should hold a graduate degree in exercise physiology, exercise science, or related field.
- 2.18.2. The FPM attends the FPM course at USAF/SAM NLT six months after employment.

2.18.3. Obtains Health Fitness Instructor certification from the American College of Sports Medicine (ACSM) as a condition of employment. Maintains certification as a condition of employment.

2.18.3.1. Obtains other training (CPR, strength, etc.) as outlined by the generic position description.

2.18.4. Ensures installation fitness assessment equipment is procured, maintained, and replaced as needed.

2.18.5. Trains UFPMs and Fitness Assessment Monitors (FAMs) using USAF/SAM developed training materials.

2.18.6. Certifies FAMs to conduct fitness assessments. May deny/revoke testing privileges of any FAM not in compliance with fitness testing standards.

2.18.7. Where FAM pools are utilized for testing, coordinates pooling of trained/certified FAMs at the installation level in cooperation with unit/squadron commanders.

2.18.8. Personally oversees fitness assessments on a regular basis and performs quality assurance checks on each FAM at least annually.

2.18.9. Reviews MFIP administration and ensures policy compliance.

2.18.10. Develops annual installation fitness assessment schedule based on proposed unit deployment schedules, that ensures all units have adequate amounts of time to accomplish testing by the end of the year.

2.18.10.1. Notifies UFPM of unit testing dates.

2.18.11. Oversees fitness software installation and use, including appropriate data management procedures.

2.18.12. Ensures fitness assessment software data and password integrity.

2.18.13. Ensures members exempted from testing are entered into the FPM fitness database as such.

2.18.13.1. Ensures members of waived GSUs, within their responsibility for testing and reporting, are entered into the fitness data as waived.

2.18.13.2. Upon request, provides commanders of waived units guidance on developing a fitness conditioning program for their members.

2.18.13.3. Counsels and develops a physical conditioning program for individuals exempted from fitness assessments and assists them in development of a conditioning program.

2.18.14. Develops fitness improvement programs for members not meeting standards.

2.18.14.1. Coordinates with the fitness center staff to ensure availability and appropriateness of fitness improvement programs/facilities and to avoid the duplication of services.

2.18.14.2. Makes every effort to provide education and training to fitness center staff, as identified by the fitness center director.

2.18.15. Provides initial fitness counseling and monitoring of all members enrolled in the MFIP.

2.18.15.1. A computer-interfaced, objective, heart rate monitoring system is highly recommended for use with all MFIP participants.

2.18.16. Makes recommendation for local policy for environmental acclimatization of individuals before required annual fitness assessment (usually 10-14 days).

2.18.16.1. During acclimatization period, members are exempted from testing. Members test as usual, after the specified period.

2.18.17. Maintains fitness database for the installation.

2.18.18. Provides consultation to commanders concerning possible exemption of members from meeting fitness standards.

2.18.19. Evaluates members for commander (non-medical) exemption from meeting fitness standards.

2.18.19.1. Evaluation includes member's exercise history as documented on AF Form 1975, *Personal Fitness Progress Chart* and objective heart rate monitoring data, when available.

2.18.19.2. Evaluates members for annual renewal of commander exemption. If conditions under which initial exemption was granted have not changed, and the member maintains an accurate exercise log, the FPM may recommend a renewal of the exemption to member's commander.

2.18.20. Completes an annual fitness program report and other statistics, metrics, and reports as required by Wing Commander or equivalent, unit commanders, MAJCOMs, or AFMOA/SGOP.

2.18.21. Conducts semi-annual (as a minimum) fitness status update and educational presentations for installation senior leaders and squadron personnel.

2.18.22. Electronically transmits fitness testing data monthly to OPHSA using prescribed procedures.

2.18.23. Imports personnel data system (PDS) data into the fitness data base and exports fitness scores into the PDS database monthly.

## **2.19. Medical Liaison Officer (MLO).**

2.19.1. Views and becomes familiar with the current MLO training package as soon as possible after appointment to the position.

2.19.2. Screens members referred by FPM, UFPM, or other medical providers for clearance to undergo fitness assessment and exercise regimens ([Attachment 2](#)).

2.19.3. Refers members to the FPM for development of a physical conditioning program and for fitness testing/exercise questions.

2.19.4. Ensures members medically exempted from fitness assessments receive appropriate consideration for medical profile and/or MEB.

2.19.5. Evaluates and exempts members with medical conditions which preclude fitness assessment and/or exercise regimens using AF Form 422, Physical Profile Serial Report. Includes on all exemptions and profiles, those physical fitness activities which can be performed, as well as those which are restricted.

2.19.6. Notifies FPM of members medically exempted from fitness assessment, including expiration date of exemption.

2.19.7. Provides consultation to unit commanders, on request, regarding recommendation for individual members' commander directed exemption from meeting fitness standards.

2.19.8. Provides medical consultation and assistance to FPM and HAWC staff.

2.19.9. Provides briefing to the medical professional staff at least semi-annually regarding the fitness program policies, profiling procedures, population fitness statistics, etc

## **2.20. Unit/Squadron Commander.**

2.20.1. Oversees the administration of the fitness assessment and improvement programs at the unit level. Understands program goals, confers with experts, and appropriately uses exemption authority.

2.20.2. Makes duty time available for individuals to perform physical conditioning at least three times per week to enhance readiness, mission accomplishment, and productivity, unless mission requirements directly prohibit doing so.

2.20.3. Ensures all assigned or attached unit personnel accomplish an annual fitness assessment for the record, are in compliance with fitness standards, and meet fitness improvement program requirements.

2.20.4. Appoints a UFPM and FAMs.

2.20.4.1. Ensures members assigned these duties are available for at least one year to ensure quality and continuity.

2.20.4.2. Ensures UFPM and FAMs meet the Air Force fitness and weight standards.

2.20.5. Ensures an adequate number of FAMs to support unit testing have been identified and certified by the FPM, and are available to perform fitness assessments when scheduled.

2.20.6. Ensures members who are unable to meet fitness standards are directed to engage in fitness improvement programs (SFIP/MFIP).

2.20.6.1. Notifies member in writing ([Attachment 3](#)) of entry into SFIP upon the second annual testing failure. Ensures entry letter is filed in member's personnel information file until reassessment demonstrates that fitness standards are met.

2.20.6.2. Upon completion of six months in the SFIP, and continued failure to meet standards, notifies member in writing of enrollment in MFIP ([Attachment 4](#)).

2.20.6.3. Evaluates, in consultation with FPM, and/or MLO, members failing to meet fitness standards after six months in the MFIP for exemption from meeting fitness standards or administrative action.

2.20.6.4. When exemption is granted, notifies member in writing ([Attachment 5](#)).

2.20.6.5. When exemption is not granted, takes appropriate administrative action ([Table 3.2.](#)).

2.20.6.5.1. Ensures member continues to participate, and documents participation in, a self-directed physical conditioning program.

## **2.21. Unit Fitness Program Manager (UFPM).**

2.21.1. Attends UFPM training as soon as possible after appointment, as scheduled by the FPM.

2.21.2. Should be appointed and available to accomplish the UFPM duties for a minimum of one year.

- 2.21.3. Has access to and experience with PC-III or comparable personnel data system.
  - 2.21.3.1. Compiles fitness reports, provides metrics on testing progress, and pass/fail data to the unit commander monthly.
- 2.21.4. Schedules individual unit members for fitness assessments upon notification from the FPM that the unit is to be tested.
  - 2.21.4.1. Notifies the FPM of unit deployment dates/readiness exercises to coordinate unit assessment scheduling.
- 2.21.5. Provides Fitness Assessment Preparation handout and Screening Questionnaire ([Attachment 6](#) & [Attachment 7](#)) to members being scheduled for assessment.
  - 2.21.5.1. Refers members with any “yes” answer on the Fitness Assessment Screening questionnaire to the MLO for further screening and evaluation prior to clearance for fitness assessment.
  - 2.21.5.2. Member is not required to reveal which of the answers is “yes” to be scheduled for a provider appointment.
- 2.21.6. Ensures member’s unit personnel information file contains a signed, negative (all “no” answers) screening questionnaire or medical clearance letter.
- 2.21.7. Distributes and explains the use of the AF Form 1975, *Personal Fitness Progress Chart*, to SFIP/MFIP participants and exempted personnel for documenting fitness activities.
  - 2.21.7.1. Tracks and reviews, at least monthly, documentation of members’ physical conditioning participation in the SFIP/MFIP.
  - 2.21.7.2. Tracks and reviews, at least quarterly, documentation of exempted members’ physical conditioning participation.
- 2.21.8. Notifies the unit commander of members failing to attend scheduled testing, not meeting fitness standards, or failing to participate in SFIP/MFIP training sessions, on a monthly basis.
- 2.21.9. Ensures members who fail to meet standards during the annual unit assessment are reassessed within seven days.
  - 2.21.9.1. Members of the ARC are reassessed during the next training period.
  - 2.21.9.2. Refers members who fail the repeat annual assessment to FPM for counseling and development of a physical conditioning program.
  - 2.21.9.3. Enrolls the member into SFIP and explains program requirements/expectations and procedures.
- 2.21.10. Enrolls members into MFIP who fail to meet fitness standards after six months in the SFIP. Explains program requirements/expectations and procedures.
  - 2.21.10.1. Notifies member in writing. Forwards a copy of member notification to FPM for inclusion into database.
- 2.21.11. Notifies unit commander of members failing to meet standards after six months in MFIP.
  - 2.21.11.1. Coordinates commander and FPM consultation, at the commander’s request, prior to commander action.

2.21.12. Notifies FPM of all members with commander or medical exemption for inclusion into the FPM fitness database.

2.21.13. Ensures exempted member's personnel information file contains letter(s) documenting medical or commander exemption from fitness assessment.

2.21.14. Tracks onset and expiration dates of medical and commander exemptions, tracks TDY date.

2.21.14.1. Schedules members for fitness assessment prior to or upon return from TDY and upon expiration of medical or commander exemption.

## **2.22. Fitness Assessment Monitor (FAM).**

2.22.1. Attends FAM training as soon as possible after appointment, as scheduled by the FPM.

2.22.2. Becomes certified by the FPM to administer fitness assessments, prior to performing assessments.

2.22.2.1. Attends refresher training as directed by the FPM.

2.22.3. Refers members with questions concerning their assessment, the fitness program, safety or medical conditions to the FPM.

2.22.4. Conducts the assessment in a standardized fashion. Ensures assessment procedures are strictly followed.

2.22.5. Uses the military ID card (DD Form 2) to ensure identification of the member and accurate documentation of the social security number into the database.

2.22.6. Provides printed report to member after each assessment, whether pass, fail, or invalid.

2.22.7. Refers members with invalid or failure to meet minimum standards back to the UFPM for assessment rescheduling within seven days.

2.22.8. Maintains the integrity of their software password and the integrity of the assessment process.

**2.23. Individuals .** Meet and maintain Air Force fitness standards through participation in a regular and consistent exercise program throughout their military service, and into retirement.



## Chapter 3

### PROGRAM ELEMENT

#### 3.1. Fitness Standard.

3.1.1. Commanders are responsible for assessing members' fitness levels at least once every calendar year to ensure compliance with fitness standards. The fitness standards are not met until the member has received a passing score, is exempt, or is actively enrolled into a fitness improvement program.

3.1.2. Air Force Fitness Standards represent minimum accepted fitness and readiness levels. Fitness and readiness benefits continue to increase as physical activity and fitness levels increase. Members are encouraged to optimize their own fitness and readiness by exceeding the standard.

#### 3.2. Fitness Assessment Procedures and Activities.

3.2.1. The AF Fitness Assessment process is outlined at [Figure 3.1](#).

3.2.2. The American College of Sports Medicine has recommended the following guidelines for fitness enhancement.

3.2.2.1. Mode of activity: Any activity that uses large muscle groups for a prolonged period and is aerobic and rhythmic in nature. Examples are: running, swimming, bicycling, skating, rowing, cross-country skiing, structured aerobic class, etc.

3.2.2.2. Intensity of exercise: Physical activity corresponding to a heart rate in the target heart rate zone that is 60%-90% of member's age-specific maximum heart rate estimate (220-age).

3.2.2.3. Duration of exercise: 20 - 60 minutes of continuous exercise in the target heart rate zone.

3.2.2.4. Frequency of exercise: minimum of three days per week.

3.2.2.5. Rate of progression: The conditioning effect will either allow an increase in total work done or reduce the heart rate response to a given workload over time. This effect is the most pronounced during the first 6 - 8 weeks, especially in the unfit. Adjustments in mode, intensity, duration, and/or frequency may be necessary to reach higher levels of performance.

3.2.2.6. The above guidelines, describe minimum activity guidelines for members to meet Air Force fitness standards. FPMs will determine, based on exercise regimen, participant characteristics, and fitness assessment scores, whether adjustments in mode, intensity, duration, and/or frequency, are required to meet minimum fitness standards.

#### 3.3. Procedures for members receiving invalid assessments ([Figure 3.2](#)).

3.3.1. Invalid assessments are not failures. Members who receive an invalid outcome shall be reassessed within seven days.

3.3.1.1. A member may not be assessed more than once per day, regardless of the reason for stopping the test.

3.3.2. Members who receive a second invalid outcome shall be reassessed within seven days.

3.3.2.1. The FPM should review the two invalid assessments, and provide guidance to the FAM if needed, before the third assessment is accomplished.

3.3.3. Members who receive a third invalid outcome shall have the assessments reviewed by the FPM, and a disposition accomplished in one of two ways.

3.3.3.1. If the FPM has completed USAF/SAM FPM training, the FPM may make the final disposition, either meeting or not meeting the standard, or retesting by the FPM.

3.3.3.1.1. The FPM may accomplish a manual test using USAF/SAM FPM training guidelines.

3.3.3.1.2. The FPM may refer the assessments to the FPO (HSC/YAM) for recommendation and final disposition: either meeting or not meeting the standard, or retesting by the FPM.

3.3.3.2. If the FPM has not received approved training, the FPM shall refer the assessment to the FPO (HSC/YAM) for recommendation and final disposition: either meeting or not meeting the standard, or retesting by the FPM.

3.3.3.3. If the recommendation for disposition indicates that the member does not meet the standard, the member is enrolled into the appropriate fitness improvement program (SFIP/MFIP). The FPM ensures this is reflected in the fitness database.

### **3.4. Members Failing to Meet Fitness Standards.**

3.4.1. Fitness improvement programs (SFIP/MFIP) are designed for those members who do not meet the AF fitness standards.

3.4.2. It is the member's responsibility to maintain physical conditioning throughout the calendar year. If placed in either the SFIP or MFIP, the member will make every effort to improve their fitness level to meet AF fitness standards.

3.4.3. When a member does not meet the fitness standard, the member may request that the FPM review previous assessments, and provide direction to the FAM prior to test re-administration.

3.4.4. Group exercise counseling by the FPM for members entered into SFIP/MFIP is highly encouraged.

3.4.4.1. The members will meet with the FPM to identify and develop the SFIP/MFIP and to receive instruction on how to initiate and maintain a fitness improvement program.

3.4.4.1.1. When the member demonstrates the ability to monitor heart rate and exercise in their target zone, the continuation of the fitness improvement program occurs at the base fitness center or any location where the member can meet fitness improvement program requirements.

3.4.5. At the discretion and approval of the FPM, any member enrolled in SFIP may be reassessed at any time during the six-month period.

3.4.5.1. If the member meets the standard at that time, they will be removed from SFIP, and reassessed annually. If they do not, they must complete the SFIP six month period.

**NOTE:** An unsuccessful reassessment does not "reset" the SFIP entry date. Members must be reassessed no later than the six month point after the initial enrollment date.

3.4.6. Members who fail to meet standards after six months in SFIP, are enrolled by the unit into MFIP and referred to the FPM for further counseling and development of a physical conditioning program.

3.4.6.1. An appropriate MFIP will be identified by the FPM and the member at the time of counseling.

3.4.6.2. Fitness Centers will offer structured programs for members in MFIP.

3.4.6.2.1. The use of computer-interfaced, objective heart rate monitoring is highly encouraged for all MFIP participants.

3.4.6.2.2. MFIP participants must demonstrate ability to monitor heart rate during exercise.

3.4.7. At the discretion and approval of the FPM, individuals in the MFIP may be reassessed at any time during the six month period.

3.4.7.1. If the member meets the standard, they are removed from MFIP and reassessed annually.

3.4.7.2. If the member does not meet the standard, they must complete the six month program period and reassessment will be no later than six months after initial enrollment date in the MFIP.

**NOTE:** An unsuccessful re-assessment does not “reset” the initial MFIP entry date. Members must be reassessed no later than the six month point after enrollment.

3.4.8. Members in SFIP/MFIP, deployed or on TDY status, and unable to participate in a fitness improvement program continuously for greater than 90 days, will restart their six month SFIP/MFIP upon return from the TDY.

3.4.9. Members with medical exemptions from the fitness assessment are enrolled in SFIP beginning on the date of the exemption.

3.4.9.1. Members placed on a medical profile exempting any/all exercise during enrollment in SFIP/MFIP will restart SFIP/MFIP effective the expiration date of profile.

3.4.9.2. Members in MFIP, placed on a medical profile exempting all exercise for greater than 90 days, will restart in a self-directed (SFIP) program upon expiration of the profile.

3.4.10. Members who fail to meet fitness standards after six months in the MFIP are referred to the unit commander. The commander may request to consult the FPM, and review member's performance data (correlation of scores with exercise history) while in the MFIP.

3.4.10.1. The commander will determine whether the member is given an exemption from meeting fitness standards or administrative action is taken.

3.4.10.2. If an exemption from meeting fitness standards is given, member is enrolled in SFIP and documents participation in an exercise program on AF Form 1975.

3.4.10.2.1. The exemption will not exceed one year.

3.4.10.3. Unit commanders take administrative action when a person does not meet fitness standards after six months in MFIP ([Table 3.2.](#)) and an exemption from meeting fitness standards is not given. Member will continue on the MFIP and will be reassessed monthly until the member meets fitness standards, is separated, or discharged.

3.4.10.4. Unit commanders will make a recommendation to the Wing Commander or equivalent to retain, discharge, or separate any member if the member does not meet fitness standards after completion of six months in the MFIP.

3.4.10.4.1. If retained, the unit commander after each subsequent failure, will make recommendation to the separation authority.

3.4.10.4.2. The Wing Commander or equivalent makes the final decision to retain, discharge, or separate members.

3.4.11. Failure to meet standards in the Fitness Program does not, by itself, constitute a violation of the Uniform Code of Military Justice (UCMJ). Unit commanders may not impose nonjudicial punishment (Article 15) on members solely for not meeting fitness standards.

### **3.5. Frequency of Assessments.**

3.5.1. Annual assessments are conducted at any time from January to December every year. FPMs are encouraged to consult with unit commanders when developing the unit testing schedule.

3.5.1.1. Members are notified, in writing by the commander, of the scheduled fitness testing date and time.

3.5.1.2. Any member failing to go to the scheduled cycle ergometry assessment is subject to administrative action.

3.5.2. Members meeting fitness standards are evaluated at the next annual unit fitness assessment, in accordance with the schedule published by the FPM. Members who meet standards while in SFIP/MFIP during the testing year, are returned to the unit's annual testing schedule.

3.5.2.1. Members must complete an annual assessment and obtain a passing score or be exempted from assessments and actively enrolled and participating in a fitness improvement program.

### **3.6. Medical Evaluations, Clearance, and Waivers.**

3.6.1. If medically exempted from fitness assessment for an acute medical condition which precludes all forms of exercise, the exemption period should include a period of time for fitness improvement, before the next required fitness assessment.

3.6.1.1. Exemption approval, and inclusive dates, will be documented by the MLO on the AF 422, *Physical Profile Serial Report*.

3.6.2. The MLO will ensure all medical exemptions, especially for chronic conditions, are reviewed for MEB action IAW AFI 48-123, *Medical Examination and Standards*. Medical exemption by itself, is not grounds for MEB.

3.6.3. Members will undergo fitness assessment as soon as practical after expiration of medical exemption status.

3.6.4. Medical exemptions from fitness assessments will not exceed one year (365 calendar days) and must be reevaluated and renewed by the MLO.

3.6.4.1. Members with medical exemptions, who are still unable to exercise after one year, should receive strong consideration for MEB IAW AFI 48-123.

3.6.5. The MLO will evaluate members with positive Fitness Assessment Screening questionnaires for clearance to undergo fitness assessment via a medical record review or provider appointment.

3.6.5.1. The MLO will complete the medical clearance letter ([Attachment 2](#)). The original will be hand-carried to the unit commander by the member. Copies will be provided for the UFPM and the FPM (for inclusion into the fitness assessment database). The MLO will retain one copy.

3.6.6. UFPM will enter the code indicating medical exemption and the expiration date into the member's personnel record using PC-III.

3.6.7. The exemption does not affect assignments, evaluations, training, or promotions.

### **3.7. Commander Exemption from Meeting AF Fitness Standards**

3.7.1. If a member has been adequately participating in SFIP/MFIP and unable to meet fitness standards, the commander may exempt the member from meeting fitness standards ([Attachment 5](#)) for a period not to exceed one year (365 calendar days).

3.7.1.1. This option should only be taken after consultation with the FPM and/or MLO.

3.7.2. Commander exemptions should only be granted when fitness scores do not reflect the expected scores, given documented exercise history (AF Form 1975 and objective heart rate monitoring data, when available).

3.7.2.1. The FPM must have personal knowledge of the exercise regimen of all members considered for commander exemption, to include appropriate exercise duration, frequency, and intensity.

3.7.2.1.1. If a computer-interfaced, objective, heart rate monitoring system is employed, the FPM will use this data to assess duration, frequency, and intensity.

3.7.3. The FPM will counsel the member and assist the commander with decision-making as requested.

3.7.3.1. Evaluations for commander exemption are based on recorded exercise history, exercise observation or objectively recorded data, fitness score trends, and the expected correlation between these factors.

3.7.4. Members given commander exemption must continue to participate in physical conditioning programs and maintain documentation on AF Form 1975 for the duration of the waiver.

3.7.4.1. Continued documentation and physical conditioning program participation should also be considered at the time of exemption renewal.

### **3.8. Hardware and Software Configurations.**

3.8.1. Only approved hardware and software configurations will be used for the fitness assessment.

3.8.2. The FPO reviews and recommends approval of software applications and minimum hardware requirements.

3.8.2.1. Approval is by AF/SG.

3.8.3. The FPM ensures approved hardware and software configurations are met and maintained.

**3.9. Progression Standard.** There is no progression standard for those not meeting fitness standards. Members are expected to meet standards within one year following the assessment when standards were not met.

### 3.10. Unit Reserve and Guard Personnel.

3.10.1. Rehabilitative efforts for ANG and AFRES unit personnel are specified in the ANG and AFRES supplements to this instruction. Active duty installations supporting ANG and AFRES units obtain a copy of the ANG and (or) AFRES supplement through their local Publishing Distribution Office.

### 3.11. Individualized Mobilization Augmentees (IMA) and Participating Individual Ready Reservists (PIRR).

3.11.1. IMAs and PIRRs are assessed annually by the unit of assignment or attachment during the member's annual tour, if possible, or during an inactive duty training period.

3.11.1.1. The unit of assignment has overall responsibility for managing the fitness program, however units of attachment may perform fitness testing, forwarding a copy of the result to the unit of assignment.

3.11.2. IMA and PIRR members who fail to meet standards will follow the same procedures for fitness improvement and reassessment as active duty members.

3.11.2.1. SFIP/MFIP for IMAs and PIRRs are monitored by their active duty units of assignment or attachment.

3.11.2.2. IMAs and PIRRs are authorized 4 hours of inactive duty training (IDT) every 90 days for reassessment and may submit AF Form 40a for points only.

3.11.3. IMAs and PIRRs who fail to meet fitness standards after one year (365 calendar days) are referred to the commander of the unit of assignment or attachment for appropriate action.

3.11.3.1. Commander of the unit of assignment or attachment may request reassignment of the member to the Obligated Reserve Section (ORS) or the Non-obligated, Non-participating Ready Personnel Section (NNRPS) if the member fails to meet fitness standards after completion of the MFIP.

**Table 3.1. Air Force Fitness Standards.**

Minimum VO2 score needed to meet AF Fitness Standards		
AGE (YR.)	FEMALES	MALES
< 24	27	35
25 – 29	27	34
30 – 34	27	32
35 – 39	26	31
40 – 44	26	30
45 – 49	25	29
50 – 54	24	28
55 – 59	22	27
Predicted Maximal Oxygen Uptake (ml/kg2min)		

**Table 3.2. Guide for Administrative Actions for Fitness Program.**

	Unsatisfactory Period							
	Options for Enlisted				Options for Officer			
	1st	2nd	3rd	4th	1st	2nd	3rd	4th
Verbal Counseling	X				X			
Letter of Admonition or Counseling	X				X			
Verbal Reprimand	X	X			X	X		
Letter of Reprimand	X	X	X		X	X	X	
Establish UIF	X	X	X		X	X	X	
Limit Supervisory Responsibilities	X	X	X		X	X	X	
Remove Supervisory Responsibilities	X	X	X		X	X	X	
Performance Report Comments on Failure to Meet Standards	X	X	X		X	X	X	
Prepare a "Directed by Commander" Report for Failure to Meet Standards		X	X			X	X	
Promotion Propriety Action	X	X	X		X	X	X	
Control Roster		X	X			X	X	
Administrative Demotion			X					
Administrative Separation (See Note 2)				X				X
Retention with Continuation in Fitness Program and Appropriate Administrative Actions from Third Unsatisfactory List				X				X

**Notes:**

1. Commanders must fully document member's failure to meet standards or failure to participate in the Fitness Program. Commanders may select any of the actions listed above or any other action deemed appropriate. This table provides the normal sequence and timing of administrative actions. Commanders may use one or more of the actions from the appropriate columns at each step. The same administrative action may not be used consecutively more than two times (except for OPR/EPR comments, which may be used at any point).

2. The commander follows the procedures contained in AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers* and AFI 36-3208, *Administrative Separation of Airmen*. Unit commanders exercise their prerogative when selecting actions to document a member's failure to meet standards, or lack of participation in the Fitness Program.

Figure 3.1. Fitness Assessment Process

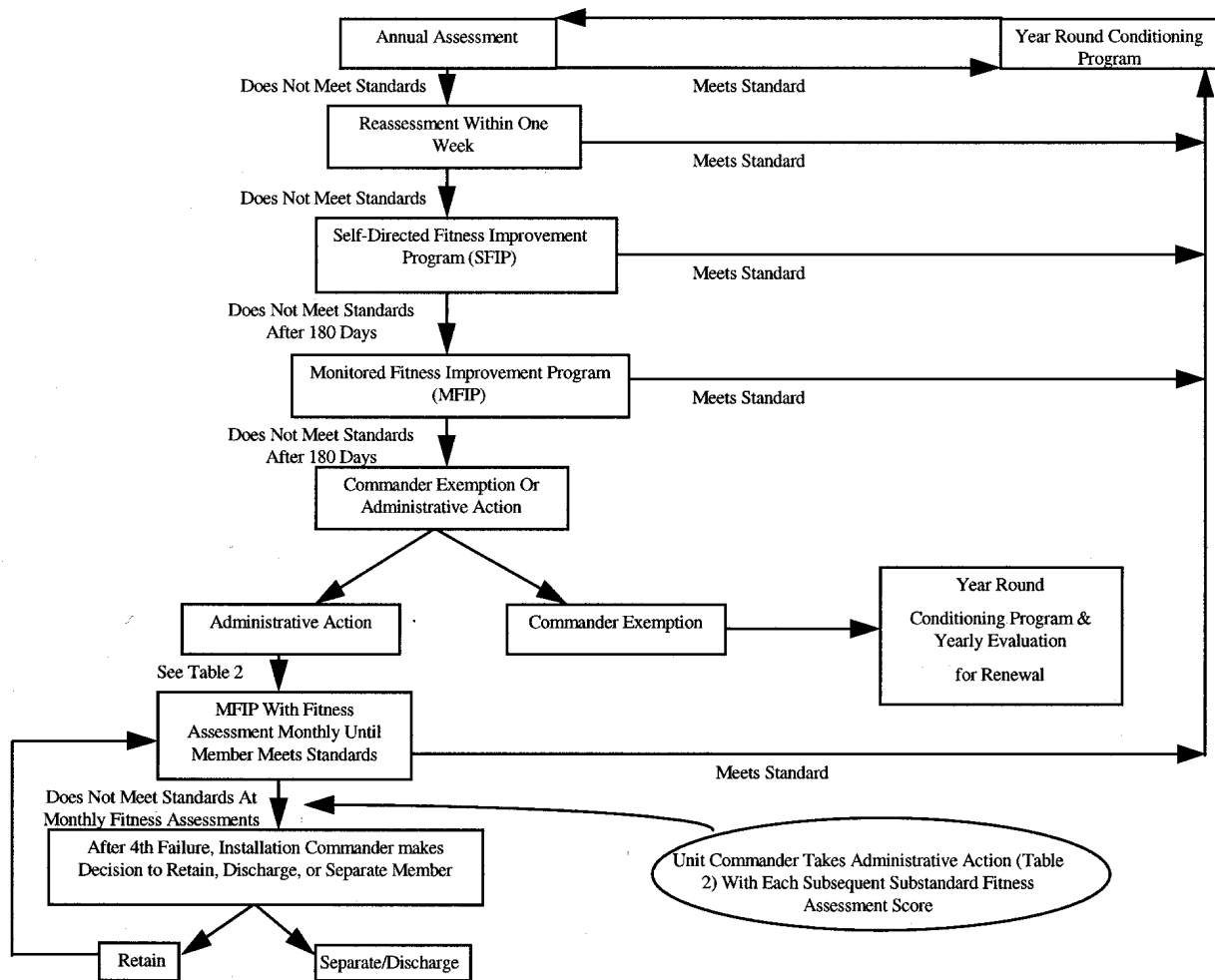
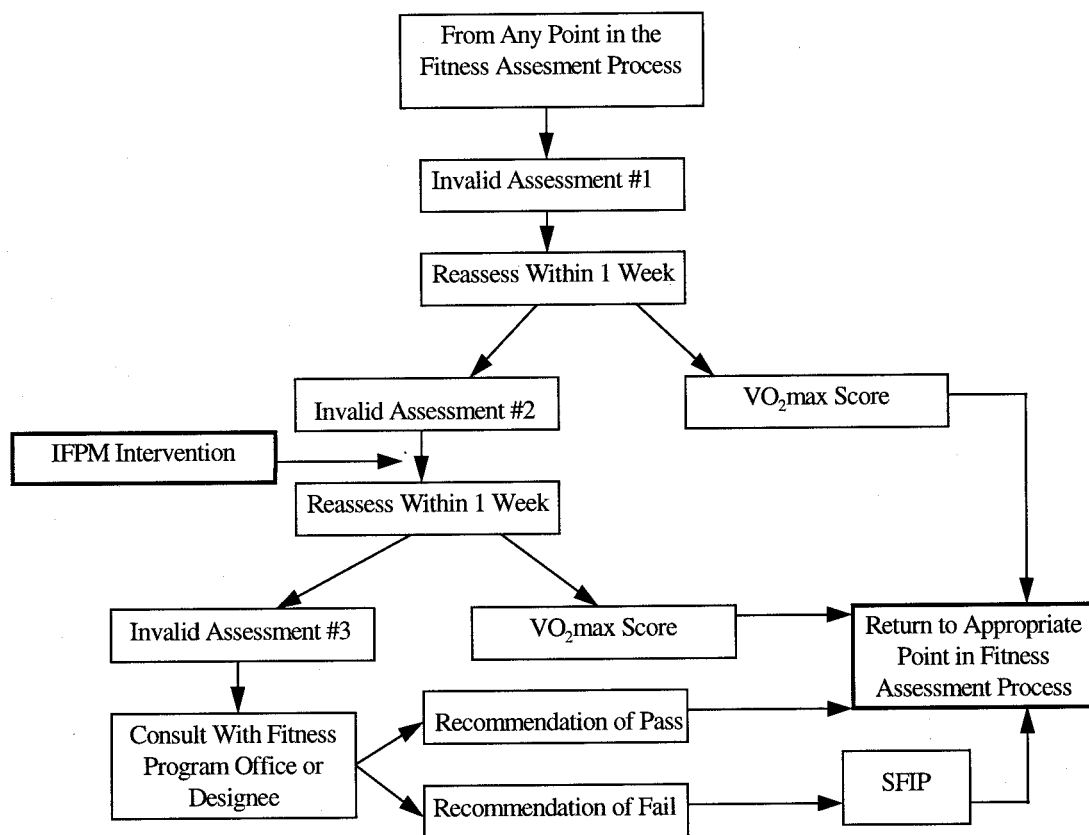




Figure 3.2. Invalid Assessment Process



## Chapter 4

### FITNESS PROGRAM DATA MANAGEMENT AND REPORTING

**4.1. Fitness Assessment Data Management.** FPMs will use the Fit Management software to import personnel data system (PDS) data and export fitness data to PDS at least monthly and before any reporting is done.

4.1.1. The PDS data contains the adjusted base ALPHA roster, which will be used as the denominator for the base population in all reports. It also contains demographic data and will assign members to the appropriate unit and MAJCOM automatically.

4.1.2. Members with permanent change of station (PCS) orders will have their data (score or exemption) updated from PDS into Fit Management automatically for the gaining/losing facility.

4.1.3. Fitness data exports to PDS contain test dates, scores, and pass/fail codes. This export will update the unit's PC-III data and allow unit reports to be generated from PC-III.

4.1.4. FPMs will electronically report fitness data to OPHSA by the 5th of every month.

4.1.4.1. This must occur after data consolidation from all testing stations and import of PDS data. This data is used to generate an archive database and AFMS performance metric tool reports used by MDG/CCs, MAJCOM, AFMOA, and AF/SG.

### **4.2. Fitness Program Reporting.**

4.2.1. The FPM will use Fit Management to produce all required reports after data consolidation and PDS import.

4.2.2. UFPMs will use PC-III to produce unit fitness reports as required.

4.2.3. HSC/YAM will produce monthly fitness reports after accessing fitness database and forward to AFMOA/SGZP, after review and comment by USAFSAM/FEF, by the 20<sup>th</sup> of each month (RCS: HAF-SGP(A&M)9213).

4.2.3.1. Prepares and forwards an annual report to AFMOA/SGZP, after review and analysis by USAFSAM/FEF, by 1 February of each year (RCS: HAF-SGP(A&M)9213).

4.2.3.2. Forwards a copy of monthly and annual reports to MAJCOM HPDs (RCS: HAF-SGP(A&M)9213).

## Chapter 5

### FACILITIES AND EQUIPMENT

**5.1. Facility and Equipment Requirements.** All fitness assessments will be conducted in a central cycle ergometry testing facility, preferably located within the HAWC.

5.1.1. The centralized assessment facility must be quiet and climate controlled. The ideal temperature is between 68-70 degrees Fahrenheit.

5.1.1.1. When the ambient temperature is over 70 degrees Fahrenheit, an oscillating fan for each station shall be used to circulate air over the member during the assessment.

5.1.1.2. Assessments are not conducted, and must be discontinued, if the ambient air temperature in the room exceeds 75 degrees Fahrenheit.

5.1.1.3. Wall or partition each assessment station area to offer privacy and noise abatement.

5.1.1.4. Each assessment area must be at least eighty square feet. The floor must be level to ensure accuracy of the ergometer and weight scale calibration.

**5.1.2. Equipment.** Centralized testing facility must have, as a minimum:

5.1.2.1. One weight scale and height measurement tape (metal preferred) with right angle.

5.1.2.2. Two large buckets. One for soap solution and one for clear rinse water; water and solution changed between morning and afternoon sessions.

5.1.2.3. One assessment station per 600-800 active duty members is necessary for proper testing execution. Each assessment station must have, as a minimum:

5.1.2.3.1. One Monark 818E Cycle Ergometer.

5.1.2.3.2. Two heart rate monitors.

5.1.2.3.3. Computers: One Pentium class computer with 32 MB RAM, Network card, and Windows 95 or later operating system.

5.1.2.3.4. One power strip with surge protection. One thermometer and one RPM meter/metronome recommended. **NOTE:** Must be an actual metronome, not a taped recording.

5.1.2.4. The following maintenance checks are accomplished daily:

5.1.2.4.1. Check for rust and disinfect the ergometer after each use. Pay particular attention to the seats and handlebars, and the area on the ergometer directly below the rider's head.

5.1.2.4.2. Check pedals to ensure they turn smoothly without excessive play. Toe straps are not permitted on pedals and must be permanently removed.

5.1.2.4.3. Inspect the seat. Replace when necessary.

5.1.2.5. For carpeted areas beneath the cycle, place a chair float (textured, hard plastic chair mat) to ensure a stable, level surface that can be wiped down daily with disinfectant solution.

5.1.2.6. Dust the computer and monitor and wipe the computer desk with a clean cloth.

5.1.2.7. Wash the heart rate transmitter belt with soap solution and rinse thoroughly after each use. Ensure the transmitter is not attached to the belt when submerging in water; take care not to bend the transmitter. Rinse and air-dry.

**5.2. Facility and Equipment Maintenance .** The FPM or designated person performs preventive maintenance on a monthly basis or more frequently if required. An adequate supply of spare parts must be available. Maintenance requirements include:

5.2.1. Adjust the chain and check the sprocket for excessive wear. Remove accumulated contaminants.

5.2.2. Calibrate ergometers at least semi-annually according to owner's manual directions.

**5.3. Forms Prescribed.** AF Form 422, **Physical Profile Serial Report** and AF Form 1975, **Personal Fitness Progress Chart**.

PAUL K. CARLTON, JR., Lt General, USAF, MC  
Surgeon General

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 1308.1, *DoD Physical Fitness and Body Fat Program*  
DoD Directive 1308.3, *DoD Physical Fitness and Body Fat Program Procedures*  
AFPD 40-5, *Fitness and Weight Management*  
AFI 34-107, *Air Force Fitness and Sports Program*  
AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*  
AFI 36-3208, *Administrative Separation of Airmen*  
AFI 48-123, *Medical Examination and Standards*  
AFMAN 34-137, *Air Force Fitness and Sports Operations*  
AFMAN 36-2108, *Airman Classification*

***Abbreviations and Acronyms***

**AFMOA/SGOP**—Air Force Medical Operations Agency, Prevention Division  
**AFRC**—Air Force Reserve Command  
**ANGRC/MPPUR**—Air National Guard Readiness Center/ Personnel  
**ARC**—Air Reserve Component  
**FAM**—Fitness Assessment Monitor  
**FEF**—Force Enhancement and Fitness Division, USAFSAM, Brooks AFB, TX  
**FPM**—Fitness Program Manager (formerly Installation Fitness Program Manager)  
**FOA**—Field Operating Agency  
**FPO**—Fitness Program Office, HSC/YAM, Brooks AFB, TX  
**GSU**—Geographically Separated Unit  
**HAWC**—Health and Wellness Center  
**HPD**—MAJCOM Health Promotion Director  
**HPM**—Health Promotion Manager (Base level)  
**HQ AFSVA/SVPAF**—Headquarters Air Force Services Agency/Fitness and Sports Branch  
**HQ USAF/CC**—Headquarters United States Air Force/Chief of Staff  
**HQ USAF/DP**—Headquarters United States Air Force/Personnel  
**HQ USAF/SG**—Headquarters United States Air Force/Surgeon General  
**HQ USAF/RE**—Headquarters United States Air Force/Reserve Command Surgeon

**HQ USAF/IL**—Headquarters United States Air Force/Services

**HSC/YAM**—Human System Program Office, Medical Training and Information Systems Division

**IMA**—Individual Mobilization Augmentee

**MAJCOM**—Major Command

**MEB**—Medical Evaluation Board

**MLO**—Medical Liaison Officer

**OPR**—Office of Primary Responsibility

**PCS**—Permanent Change of Station

**PDO**—Publications Distribution Office

**PIRR**—Participating Individual Ready Reservist

**PME**—Professional Military Education

**UCMJ**—Uniform Code of Military Justice

**UFPM**—Unit Fitness Program Manager

**USAFSAM**—United States Air Force School of Aerospace Medicine

### ***Terms***

**Fitness Assessments:**—The Air Force uses submaximal cycle ergometry to measure aerobic capacity (VO2MAX), which is a surrogate measure of an individual's total fitness level. Cycle ergometry provides an estimate of an individual's aerobic capacity by collecting the heart rate responses while exercising on a cycle ergometer at a submaximal resistance and controlled pace. Submaximal cycle ergometry has been used since the late 1950s and is a safe and effective field test. Personnel must complete a personal information and health screening questionnaire prior to the assessment. Fitness assessments are used to measure compliance with military directives to maintain a consistent and regular physical conditioning program. Fitness standards are used to ensure a minimum level of fitness is maintained.

**Geographically Separated Units (GSUs):**—For the purposes of this AFI, a GSU is defined as a unit that is thirty (30) miles or more from the host or main operating base that provides support. The host or main operating base is defined as the base where the member's MPF is located.

**Health Promotion Manager (HPM):**—Installation POC for health promotion programs and Health and Wellness Center (HAWC) activities; responsible for monitoring fitness program administration conducted by the FPM. Ensures reporting of fitness levels and data are communicated to all leadership levels.

**Fitness Program Manager (FPM)—formerly titled the Installation Fitness Program Manager (IFPM):** The civilian employee responsible for all areas of the Fitness Program at the installation level. The FPM should be a capable manager, speaker, scientist, instructor, educator, and representative for the Fitness Program. FPMs must meet requirements described in the generic position description.

**Medical Liaison Officer (MLO):**—A medical provider appointed to provide medical screening and consultation to members and commanders. Works directly with the HPM and the FPM.

**Unit Fitness Program Manager (UFPM):**—The unit point of contact for the Fitness Program; this is an additional duty and not a primary AFSC. Coordinates unit fitness testing schedule, administration of

members not meeting the standard, and additional program elements, as needed, with the FPM. The UFPM should possess capable management skills, is a credible representative for the Fitness Program, for the unit commander and personnel, and is the source of corporate knowledge. Access to, and experience with the PC III system is mandatory.

**Fitness Assessment Monitor (FAM):**—FAMs conduct fitness assessments for unit members. This is an additional duty and not a primary AFSC. FAMs serve as the liaison between the FPM and individual unit members. The FAM should have basic knowledge of the science behind the fitness assessment, a detailed knowledge of assessment procedures, and the ability to interact in a positive manner with members undergoing assessment. FAMs are both role models and advocates for fitness, and must portray an image and attitude consistent with Air Force standards of appearance and fitness.

**Force Enhancement and Fitness Division (FEF):**—Division within the USAF School of Aerospace Medicine (USAFSAM/FPF) at Brooks AFB that provides scientific and technical oversight for the Air Force Fitness Program.

**Fitness Program Office (FPO):**—Acquisitions and Program Management organization within the Human Systems Program Office (HSC/YA), Brooks AFB TX, that supports the Air Force Fitness Program under the direction of AFMOA/SGOP.

**Fitness Improvement Programs:**—Mandatory programs for members who do not meet fitness standards. Fitness Improvement Programs may be self-directed/non-supervised (SFIP) or monitored (MFIP). Fitness Improvement Programs are developed for individual or group purposes by the FPM and the fitness center staff.

**Attachment 2****SAMPLE MEMORANDUM FOR MEDICAL CLEARANCE**

(Appropriate Letterhead)

MEMORANDUM FOR Medical Liaison Officer

(date)

FROM: (Unit Commander, UFPM, FPM, or Provider)

SUBJECT: Medical Evaluation Appointment

Evaluate (grade, name) IAW AFI40-501, *Air Force Fitness Program*, for medical clearance to undergo fitness assessment and for possible enrollment in an exercise program. Upon completion of medical evaluation, complete the endorsement below.

(signature, originating official, or designated representative)

1<sup>st</sup> Ind, (MLO)

(date)

TO: (Unit Commander)

I medically evaluated (grade, name, SSN), on (date).

Medical findings are as follows: **(circle all that apply)**

Member is/is not medically cleared for the submaximal cycle ergometry assessment.

Member is/is not medically cleared for the crunches assessment.

Member is/is not medically cleared for the push up assessment.

Member is/is not medically cleared for exercise.

Member is/is not medically cleared for \_\_\_\_\_.



Members who are not cleared for fitness assessment or exercise will have an AF Form 422, Physical Serial Report, attached. Member should be scheduled for medical re-evaluation in approximately\_\_\_\_\_ months.

**(This waiver is good for\_\_\_\_\_ month(s).)** *(Not to exceed 12 months.)*

(signature of medical provider)

(grade and phone number of medical provider)

**Attachment 3****SAMPLE MEMORANDUM FOR ENTRY INTO THE SFIP**

(Appropriate Letterhead)

MEMORANDUM FOR

(date)

FROM: (Unit Commander)

SUBJECT: Entry into the Self Directed Fitness Improvement Program (SFIP)

1. AFI 40-501, *The Air Force Fitness Program*, defines Air Force fitness standards. Based on your fitness evaluation results on (date), you are entered into the SFIP effective (date).
2. The SFIP is a self-directed, non-supervised exercise program. It is your responsibility to adhere to an exercise program. You have an appointment with the Fitness Program Manager (FPM) in the Health and Wellness Center on (date, time) for counseling and development of a physical conditioning program. If you need assistance, contact the unit fitness program manager (UFPM). You must document your fitness activities on an AF Form 1975, *Personal Fitness Progress Chart*.
3. After no more than 180 days in SFIP, you will be reassessed. If you do not meet fitness standards, you will be enrolled into a Monitored Fitness Improvement Program (MFIP). Failure to meet fitness standards after 180 days in MFIP may result in administrative action.

If you have questions concerning the SFIP, you may contact the UFPM (name, duty extension), the FPM (name, duty extension), the first sergeant, or me. Acknowledge receipt and understanding below within 3 duty days.

(signature, unit commander)

1st Ind, (Individual)

(date)

TO: (Unit Commander)

Receipt and understanding acknowledged.

(individual's signature)

**Attachment 4****SAMPLE MEMORANDUM FOR ENTRY INTO MFIP**

(Appropriate Letterhead)

MEMORANDUM FOR

(date)

FROM: (Unit Commander)

SUBJECT: Entry into the Monitored Fitness Improvement Program (MFIP)

1. AFI 40-501, *The Air Force Fitness Program*, defines Air Force fitness standards. Based on your fitness assessment results on (date), you are entered into the MFIP effective (date).
2. The MFIP is a mandatory, supervised exercise program. It is your responsibility to actively participate. You should make the personal commitment necessary to exercise regularly to ensure that you can meet Air Force standards. You have an appointment with the Fitness Program Manager (FPM) in the Health and Wellness Center on (date, time) for counseling and development of a physical conditioning program.
3. After no more than 180 days in MFIP, you will be reassessed. Failure to meet fitness standards at that time may result in administrative action. If you need assistance, contact the unit fitness program manager (UFPM). You must document your fitness activities on an AF Form 1975, *Personal Fitness Progress Chart*. Your fitness activities will be monitored and validated.
4. If you have questions concerning the MFIP, you may contact the UFPM (name, duty extension), the FPM (name, duty extension), the first sergeant, or me. Acknowledge receipt and understanding below within 3 duty days.

(signature, unit commander)

1st Ind, (Individual)

(date)

TO: (Unit Commander)

Receipt and understanding acknowledged.

(individual's signature)

**Attachment 5****SAMPLE LETTER FOR COMMANDER EXEMPTION FROM MEETING  
AF FITNESS STANDARDS**

(Appropriate Letterhead)

MEMORANDUM FOR

(date)

FROM: (Unit Commander)

SUBJECT: Exemption from Fitness Assessment

1. Based on your observed level of regular aerobic activity and in consultation with the Fitness Program Manager at the Health and Wellness Center, it has been determined that the cycle ergometry fitness assessment does not adequately estimate your fitness status. You will be exempted from meeting fitness standards until the next annual testing cycle, not to exceed one year. The Fitness Program Manager will reevaluate you at that time.

2. Although you are exempted from meeting the fitness standard, it is your responsibility to continue participating in an aerobic fitness program. You must document your fitness activities on AF Form 1975, *Personal Fitness Progress Chart*. If you have any questions concerning the fitness program, you can contact the UFPM (name, duty extension), the FPM (name, duty extension), the first sergeant, or me. Your unit monitor will review your AF Form 1975 periodically to ensure your continued exercise participation.

(Signature, unit commander)

cc: FPM

UFPM

Member's PIF[Date entered into PC-III: \_\_\_\_\_]

Expiration Date: \_\_\_\_\_

## Attachment 6

### SAMPLE FITNESS ASSESSMENT PREPARATION HANDOUT

Your level of cardiorespiratory (aerobic) fitness will be evaluated by submaximal cycle ergometry (“bike test”). In this assessment, your cardiovascular response (heart rate) to a precise amount of exercise will estimate your aerobic capacity and give you a “fitness score.” You will receive a numerical score and a Pass/Fail based on your performance and Air Force Fitness Standards. An assessment may be determined “Invalid” if the parameters for the assessment are not met for safety, or for other reasons.

The assessment involves 8 to 14 minutes of moderate exercise on a precision cycle ergometer. The workload (force you pedal against) will be adjusted according to your heart rate response. During this assessment, your heart rate will be carefully recorded. Your fitness level will be calculated from your heart rate response to the workload.

Observe the following preparatory recommendations carefully. Failure to follow these recommendations may result in an inaccurate estimation of your fitness level.

1. Maintain a calm state of mind and body. Do not “pump yourself up” as in preparation for a game or athletic trial. Avoid any stimulation that could raise your heart rate. Perform the assessment with as little effort as possible. Avoid excessive emotions, especially anxiety or worry. Most individuals achieve a “passing score” when they engage in moderate aerobic activity on a regular and consistent basis.
2. Get a good night's sleep prior to the assessment.
3. Avoid alcohol and heavy physical activity the night before and the day of your assessment. Do not overindulge in caffeine, tobacco, alcohol, or heavy or spicy meals.
4. Two hours prior to the assessment, stop caffeine intake (coffee, tea, soda, etc).
5. One hour prior to the assessment, stop tobacco use and limit food intake. Maintain adequate fluid intake. However, do not change your normal habits to such an extent that you experience withdrawal symptoms.
6. Wear comfortable athletic clothing and shoes. Duty uniforms of any type are not acceptable and AF shoes/boots are not authorized.
7. Wear clothing that will allow a heart rate monitor to be attached to the skin on your lower chest. Metal underwire bras will interfere with the heart rate monitor and may not be worn. Evaluations will be as private as possible. The fitness assessment monitor may be male or female.
8. Bring your ID card with you to ensure identification and correct entry of your SSN into the fitness database.

**Attachment 7****FITNESS ASSESSMENT SCREENING QUESTIONNAIRE**

**To the member:** If any of your answers are “YES” please notify the Unit Fitness Program Manager (UFPM).

**NOTE:** You do not need to tell your UFPM which questions have a “YES” answer.

The UFPM will ensure that a medical evaluation is performed to determine if you should undergo a fitness assessment.

At the time of a medical evaluation, you will need to inform **the medical provider** which of the questions you answered “YES.”

1. Has there been any change to your health since your last clearance to take the fitness assessment? If NO, go to #7.
2. Are you currently on a medical profile exempting you from fitness activities or fitness assessment?
3. Has a doctor or health care provider ever said you have heart disease or heart trouble?
4. Do you feel you may have heart disease or heart trouble, or have symptoms of heart disease or heart trouble?
  - a. Do you suffer from pains in your chest, especially with physical activity?
  - b. Do you often feel faint or have spells of severe dizziness?
5. Has a doctor or health care provider recommended medication for high blood pressure for you?
6. Has a doctor or health care provider ever told you that you have a bone or joint problem, such as arthritis, that has been aggravated by exercise or might be made worse with exercise that has not been cleared for fitness assessments?
7. Are you pregnant or think you may be pregnant?
8. Are you taking any medication, either from a health care provider or over the counter, on a regular basis that you believe may affect your heart rate or your ability to exercise and that has not been cleared for fitness assessments?

**If all the answers to this questionnaire are “NO,” please sign and date and return to the UFPM. If any answer is "YES," inform the UFPM; you do not have to sign and return this form.**

This questionnaire will be kept in your unit personnel file by the UFPM.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\* Adapted from the Physical Activity Readiness Questionnaire, *PAR-Q Validation Report*, British Columbia Department of Health, June 1975 (Modified Version)

**Attachment 8****IC 2000-1 TO AFI40-501, AIR FORCE FITNESS PROGRAM**

28 SEPTEMBER 2000

***SUMMARY OF REVISIONS***

This revision incorporates IC 2000-1. These changes incorporate reports control symbols (RCS), provide guidance regarding reporting of fitness data, and updates both the Privacy Act system and AFMOA Health Promotion Operations office symbol. A “|” indicates revised material since the last edition.

Privacy Act system of records notice FO44 AF SG N, Physical Fitness File, applies. Maintain and dispose of all records created as a result of prescribed processes in this AFMAN in accordance with AFMAN 37-139, “Records Disposition Schedule.”

2.12.3.1. Produces monthly fitness reports and forwards to AFMOA/SGZP, after review and comment by USAFSAM/FEF, NLT the 20<sup>th</sup> of each month (RCS: HAF-SGP(A&M)9213). These reports are designated emergency code D. Discontinue reporting during emergency conditions.

2.12.3.2. Prepares and forwards the annual AF Fitness Report to AFMOA/SGZP, after review and analysis by USAFSAM/FEF, by 1 February of each year (RCS: HAF-SGP(A&M)9213).

4.2.3. HSC/YAM will produce monthly fitness reports after accessing fitness database and forward to AFMOA/SGZP, after review and comment by USAFSAM/FEF, by the 20<sup>th</sup> of each month (RCS: HAF-SGP(A&M)9213).

4.2.3.1. Prepares and forwards an annual report to AFMOA/SGZP, after review and analysis by USAFSAM/FEF, by 1 February of each year (RCS: HAF-SGP(A&M)9213).

4.2.3.2. Forwards a copy of monthly and annual reports to MAJCOM HPDs (RCS: HAF-SGP(A&M)9213).



**Attachment 2**  
**SAMPLE MEMORANDUM FOR MEDICAL CLEARANCE**

(Appropriate Letterhead)

MEMORANDUM FOR Medical Liaison Officer

(date)

FROM: (Unit Commander, UFPM, FPM, or Provider)

SUBJECT: Medical Evaluation Appointment

Evaluate (grade, name) IAW AFI40-501, *Air Force Fitness Program*, for medical clearance to undergo fitness assessment and for possible enrollment in an exercise program. Upon completion of medical evaluation, complete the endorsement below.

(signature, originating official, or designated representative)

1<sup>st</sup> Ind, (MLO)

(date)

TO: (Unit Commander)

I medically evaluated (grade, name, SSN), on (date).

Medical findings are as follows: **(circle all that apply)**

Member is/is not medically cleared for the submaximal cycle ergometry assessment.

Member is/is not medically cleared for the crunches assessment.

Member is/is not medically cleared for the push up assessment.

Member is/is not medically cleared for exercise.

Member is/is not medically cleared for \_\_\_\_\_.

Members who are not cleared for fitness assessment or exercise will have an AF Form 422, Physical Serial Report, attached. Member should be scheduled for medical re-evaluation in approximately\_\_\_\_\_ months.

**(This waiver is good for\_\_\_\_\_ month(s).)** *(Not to exceed 12 months.)*

(signature of medical provider)

(grade and phone number of medical provider)